

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-323

OPENING DATE: 28 October 2005

CLOSING DATE: 14 November 2005

ANTICIPATED FILL DATE: 25 Dec 05

POSITION TITLE AND NUMBER

Supply Technician, PDCN 70106000  
MD#: 1921-60

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J3-Camp Butner Training Site  
NCARNG, Butner, North Carolina

GRADE AND SALARY (Includes Locality Rate of 11.72%)

GS-2005-05 \$27,569.00 - \$35,844.00 per annum

EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT:** Must have 6 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Two years academic years of full-time business school or two academic years of education above high school level will satisfy requirements for the GS-05 position. Transcripts must be submitted with application to be considered for substitution of experience. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (WITH DATES) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621/4136 ext. 6172/6431.

1. Knowledge of standardized supply regulations, policies, procedures, or other instructions relating to the specific functional area to perform a variety of duties. Such duties include the receipt, storage, issue, and turn-in of a specific supply item; inspection of storage areas, replenishment of items when quantity appears low, or revision of quantities ordered or recommendation of substitutions when items are not available; and investigation and reconciliation of discrepancies and preparation of adjustment forms to correct records and documents.
2. Knowledge of requisitioning and stock control procedures and regulations to check appropriate computer listings, procurement documents, shipment invoices, and other records or files to determine the status of supply actions or reasons for delay.
3. Knowledge of the automated systems to apply instructions for supply actions such as data entry, reports retrieval, error corrections, and searching for specific records.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for.

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCARNG is mandatory (Enl: 92A, Y, Z)

appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** This position is located in the Army National Guard. Its purpose is to coordinate a specific supply item, such as general supplies, fire fighting equipment, or aviation repair parts for an annual/weekend Training Site. The incumbent is responsible for activities such as requisitioning, receiving, storing, issuing/distributing, or turn-in of items. Coordinates requisitioning, receiving, storage, issue, and turn-in of a specific supply item such as general supplies, firefighting equipment or aviation repair parts. Maintains required receiving and issue documents. Assures items are properly cleaned, repaired, stored, and arranged in the proper storage location. Conducts physical inventory and maintains or adjusts, as required, account records. Receives, validates, and consolidates requirements from units and coordinates requisitions of the items. Accounts for all incoming/outgoing items. Researches shortages. Posts, maintains logs, records, and coordinates return of serviceable, repairable items. Coordinates with data processing personnel to ensure current and accurate data has been submitted and reports are provided in a timely manner. Coordinates with supported units on transportation procedures, delivery, and safe handling techniques. Depending on the specific supply item, the incumbent may also perform one or more of the following duties: Prepares and updates Standard Operating Procedures (SOPs) or Operating Instructions (OIs) to ensure compliance with governing directives and higher headquarters' policy. -- Develops plans/graphs for storage of various types of items utilized. Determines the type and size of storage areas, racks, bins, shelves, and containers while considering the effects of humidity, rodents, temperature, weight, shelf-life of item and size. Designs special size pallets and racks as required. Provides instructions and training of new, temporary, and seasonal employees engaged in warehousing operations. Administers a safety program for warehouse operations including vehicle operation, hand and small power tools, and safe procedures for storing and handling of supplies. Operates computer terminal or personal computers to perform records search, data input, and data corrections. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to eff date. Applicants will be advised in writing at the interview. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1